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ABSTRACT

This handbook contains legislation, regulations, and general information for helping Alberta schools establish school councils or make the transition from parent advisory groups to school councils. The school council is a collective association of parents, teachers, principals, staff, students, and community representatives. The handbook describes the background of and policy regarding school councils. It offers guidelines for appropriate meeting agenda, operations, membership, and the role of the school board. Practices used in other provinces are highlighted. Answers to frequently asked questions about the school-council process and an index are included. Appendices contain section 17 of the School Act and School Council Regulation, Alberta regulation 124/95 as mandated in the School Act. Contains six references. (LMI)

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School Councils Handbook

Meaningful Involvement for the School Community

JUNE 1995

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ALBERTA
EDUCATION

Office of the Minister

June 5, 1995

Dear Albertans:

The development of this School Council Handbook follows a year long consultation process that involved many parents, students, professional staff and education partners. I thank everyone who came out during the initial consultation process, went to subsequent meetings, wrote letters, filled out response sheets and/or phoned in. Many Albertans participated in each and every step of the consultation and their dedication to the education of our young people is commendable.

The role of school councils is to advise and consult with the principal. Parents want meaningful involvement in the education of their children and the knowledge that money is being well spent in order that students can achieve the standards set out for them.

All members of society have a responsibility to contribute to the education of young people. Involvement with a school council is one way in which they can play an important role.

This Handbook contains legislation, regulations, and general information on the establishment of school councils. I trust you will find it an aid to establishing a school council or to making the transition from parent advisory group to school council. This Handbook can be duplicated as needed.

Thank you, again, for your participation.

Yours sincerely,

Halvar C. Jonson

Halvar C. Jonson
Minister of Education

228 Legislature Building, Edmonton, Alberta, Canada T5K 2B6 Telephone 403/427-2025 Fax 403/427-5582

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SCHOOL COUNCILS

BACKGROUND

Parents should have meaningful involvement in their children's education. Such involvement includes ensuring that their children are ready to learn as well as being able to choose education programs that best meet their children's learning needs.

Other members of society also have a responsibility to contribute to the education of young people and an important role to play in education. Everyone has a role and everyone's role is important. In an education system, few decisions can be made by one person or group alone. Parents, students, teachers, principals, superintendents, trustees, government, business and other community members are all participants in the educational endeavor and have a responsibility to work together, cooperate and communicate with one other.

Section 17 of the **School Act** recognizes and reaffirms the right of parents and the school community to have meaningful involvement in the education of their children through school councils. School councils are responsible to the parents and the community they serve.

POLICY

Alberta Education recognizes the right of parents to be involved in their children's education and for parents, community members and school staff to be involved in key decisions about the education of students. In each school operated by a board, parents and the school community are to be provided with the opportunity to establish a school council. School councils will have a role in advising and consulting with the principal on any matter relating to the school.

Q. **What is a school council?**

A. School councils are collective associations of parents, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school.

NOTES:

ESTABLISHMENT OF SCHOOL COUNCILS

School councils are to be formed by way of an establishment meeting no later than February 15, 1996. School councils can be formed any time beginning June 5, 1995 and no later than February 15, 1996.

Notice of the establishment meeting must be given at least 21 days in advance of the meeting. In calculating the 21 days, the day of the meeting and the day written notice is given cannot be counted.

The principal, in consultation with the current parent advisory council, must decide (if a school has no parent advisory council, the principal must decide):

- when and where the establishment meeting will take place
- what information the establishment meeting notice needs to contain
- how the notice will be distributed to the school parents[1] and if there will be a public notice
- who will chair and who will act as secretary at the establishment meeting
- voting procedures for school parents in attendance at this first meeting.

Q. **What are some ways we can give public notice of our establishment meetings?**

A. Notice of the establishment meeting can be advertised in a publication that is circulated to the general public in the area around the school. The notice also can be posted in 5 or more locations that are accessible to the public in the area around the school, such as the public library or health clinic. **Note:** while the general public may attend, at the establishment meeting only school parents may vote. Community involvement is decided by the school parents through the model of operation they choose at this meeting and in school council by-laws subsequently developed.

Because school parents at the establishment meeting must make some major decisions about the future operation of the school council, the current parent advisory council may wish to have a preparatory meeting to provide the school parents with additional information, and/or allow for debate on certain items. If a meeting is not possible, or no current parent advisory council exists, the school parents could fill out a questionnaire that would help to prepare them for the establishment meeting.

Questions that should be considered before implementing a school council include:

- What kind of parent advisory council is currently in the school?
- In what functions is it currently involved?
- Does the parent advisory council have a set of by-laws?
- What aspects of the parent advisory council need to change in order for it to become a school council?
- What level of involvement do the school parents want?
- What type of school council would be most appropriate based on the strengths of the parents and the level of involvement that they want?
- Are there examples of other school councils to use when the parents are considering the type of council to set up for their own school?

[1] Throughout this document, the term school parents means parents of students attending the school and parents of children attending an Early Childhood Services (ECS) program at the school.

- Who in the community has an interest in working witn the school council? How could they assist?
- What social and business connections does the school have? How can these be used to assist the school council?
- What will happen to the charitable status of the previous parent advisory council?
- When will elections for teacher and, if applicable, student representative(s) for the school council be held?

Q. **What is meant by the term consult?**

A. When consulting, the school council will provide ideas and opinions to assist the principal in making decisions. This exchange of ideas and opinions among the partners is usually on an equal basis. If the principal does not use the advice provided by the school council, the principal should inform the school council on what basis the decision was made.

NOTES:

Q. **What kind of advice and consultation could the school council provide the principal?**

A. **Planning**

- school's overall mission, philosophy, policies, rules and objectives
- school jurisdiction policies
- guidelines and principles for the school budget
- inservice and/or information needs of school council members and parents
- policy development on use of facilities by the larger community
- possible selection criteria for school staff.

Communications and community relations

- methods of reporting student achievement results to parents and the public
- methods of communicating with the public
- promotion of the school in the community
- annual reporting to the school board on results achieved by the school council.

School programming

- programs offered in the school
- extracurricular activities offered in the school
- standards of student conduct
- services for students to help improve learning, such as assistance from reading specialists and guidance counselling.

AGENDA FOR THE ESTABLISHMENT MEETING

The persons present at the establishment meeting should discuss:

- the level of involvement the school parents want
- the matters on which the school council will advise the principal
- the frequency of council meetings
- the model of governance to be followed
- any other matter which is needed to clarify the expectations of the school community so that the necessary decisions can be made.

Once there is an initial understanding of how the council will operate in that school, the school parents must decide in accordance with sections 5 and 7 of the Regulation:

- the total number of members to be on the school council
- the term of office of each member of the school council

and then hold an election of the parent representatives on the council.

NOTES:

Q. **What model of governance can school parents choose for their school council?**

A. Parents can choose any model of governance that they wish for their school council. Once established, the council can specify how it will operate and how other members of the school community will be involved in the work of the school council. Many models already exist in Alberta schools. The council can choose to operate primarily on a:

"Representative Model" where the school council acts like a Board of Directors to conduct the day-to-day business and reports back to the wider school community two or more times a year.

Alternatively, many communities may prefer an:

"Assembly/Town Hall Model" where most decisions are made at regular, open meetings of the entire school community and the officers of the school council act only to carry out the wishes of the assembly.

Any model is possible under the Regulation. The school parents, at the establishment meeting are free to choose the model that will work best for their community and specify the normal way of doing business, the voting privileges, the role of observers and the meeting format in its by-laws.

There are many resources available to assist school councils. School councils may want to refer to **Robert's Rules of Order** for the conduct of their meetings, sample by-laws for societies, or any other resource that deals with the structure and governance of committees or councils.

NOTES:

Q. **Is there a minimum number of parents that must show up to vote at the establishment meeting?**

A. Yes. At least 7 school parents are required to attend the establishment meeting. The principal and the current parent advisory council (if one exists) should avoid meeting dates that may be problematic for the majority of school parents.

In the event that less than 7 school parents attend the establishment meeting, or if an establishment meeting is not successful in establishing a school council, the principal may establish an advisory committee for that year. However, a new establishment meeting must be held not later than 60 days after the start of the next school year for the purpose of establishing a school council.

SCHOOL COUNCIL MEMBERSHIP

The school council must consist of a majority of parents of students attending the school and:

- the principal of the school
- at least one teacher
- at least one community representative
- at least one student in a senior high school.

A school council of an elementary school or of a junior high school shall have 7 or more persons. The school council of a senior high school shall have 9 or more members. [s.7(4) Regulation]

Teacher and Student Representatives on the School Council

The teacher and, where applicable, student representatives must be elected no later than February 15, 1996. These representatives are to be elected by their respective school peers. **These representatives should attend the establishment meeting.**

Q. **Can the school council membership be expanded?**

A. Yes. The Regulation states that a school council must consist of at least 7 members at the elementary and junior high levels and at least 9 members at the senior high school level. Schools may add more representatives to the school council depending on their needs. However, the majority of members must be parents of students attending the school. If the school parents (at the establishment meeting) decide to increase the school council membership, the new members must be elected according to the procedures outlined in the Regulation and the school council's by-laws.

Q. **What is meant by the term school community?**

A. Section 1 of the Regulation defines a school community as students enrolled in the school and their parents, children enrolled in an ECS program at the school and their parents, the school staff, and other persons who have an interest in the school.

Q. **What is meant by a community representative? How should we decide who to appoint?**

A. A community representative may be a member of the community or a representative of a business that has a link with the school. School councils may actively seek to appoint someone from this community who has an expertise that the school council needs. For example, if a school council needs to write new by-laws, it may wish to appoint a lawyer or someone experienced in writing by-laws for a one-year term. If the school and the community league are in need of new playground equipment, the school council may wish to appoint a community league liaison **and** a representative from the municipal government who will facilitate the building of the new playground. The community representative could be an employer who has direct contact with students in that school who are involved in a business partnership through Career and Technology Studies.

The Regulation allows for the community representative to be a parent of a child in the school's ECS program. However, this provision was made to maximize flexibility, not to limit the representation of the wider community. Ideally, if a parent of a child in an ECS program is on the council there should also be a non-parent community representative as described above.

Q. **What if we do everything according to the Regulation and we can't get enough parents out to elect the parent members of the school council, or we are having problems filling a position?**

A. If the initial establishment meeting is unsuccessful and a school council cannot be formed, the principal may establish an advisory committee for that year. Another establishment meeting must be called within 60 days of the next school year (and in subsequent years). If parent members leave during their term, the school council by-laws will identify the replacement procedures.

NOTES:

SCHOOL COUNCIL OPERATIONS

Once the school council has been established, the first school council meeting is to occur no later than March 1, 1996. The items for discussion at the first meeting (and over the course of the year) could include:

- writing of a mission statement or statement of philosophy
- development of a transition plan between the parent advisory council and the school council
- duties of the officers, if this has not been determined at the establishment meeting
- review of the by-laws of the past parent advisory council and a plan for updating or changing the by-laws as required
- writing of the school council by-laws if none exist
- overall representation of the school population
- selection of community/business member(s)
- if applicable, the status of the past parent advisory council under the **Societies Act** and a transition plan
- number of meetings to be held by the new school council
- internal conflict resolution procedures that address problems that may arise among school council members, between the school council and the wider community, and between the school council and the school staff.

School Council By-laws

The following items need to be addressed in the school council by-laws:

- terms of admission of members and their rights and obligations
- the mode and time of calling general and special meetings of the school council; number constituting a quorum at any such meeting; rights of voting
- areas/issues on which school councils can advise and/or consult
- number, job descriptions, and method of election of any officers of the council
- number of meetings to be held
- finances and methods of operation
- relationship between the school council and any school-based society that raises money for that school
- annual general meeting
- the preparation and custody of minutes of proceedings of meetings of the school council and other books and records of the school council (if any)
- internal conflict resolution procedures that address problems that may arise among school council members, between the school council and the wider community, and between the school council and the school staff.

The transition from parent advisory council to school council will vary from school to school. Some parent advisory councils already function as the type of school council defined in the **School Act** and the School Council Regulation. For these parent advisory councils, the transition plan will be simple and will involve short timelines. In other cases, where school parents are defining their involvement for the first time, the transition plan may have to be worked through over the course of one or more years.

School Councils and Not-for-Profit Corporations

Many parent groups in schools have incorporated under the **Societies Act** or Part 9 of the **Companies Act** in order to raise money for sporting events, bands and/or playground equipment. Many of them also have obtained registered charitable status under the federal **Income Tax Act**.

The powers of the school council are defined in the **School Act** and further in this handbook.

School parents may incorporate as a society under the **Societies Act**; however, this society would function either independently of a school council or as a sub-committee of the council. Fundraising societies, such as the band parents society, may have a specific role (to raise funds for new instruments and/or band trips). There is no intent to stop the work of these societies. However, where the sole parent advisory council also was incorporated, the members of the society will have to determine what their relationship will be to the new school council and the working relationship between the two. Amendments to the society charter may be necessary. A society dealing with fundraising would not have any legal status as a school council and could not influence school matters.

It is possible that the school council and the society executive could be made up of the same people. It will be important for the individuals concerned to maintain two distinct and separate sets of by-laws and two separate sets of minutes -- one for the school council and the other for the society. Decisions made by the two groups will be made according to their respective by-laws. In this type of model, it will be crucial that the school council by-laws address the relationship between the two groups.

Q. **Our parent advisory council is incorporated under the Societies Act. What are we supposed to do now?**

A. Your group is a society and, as such, your status and responsibilities under the **Societies Act** have not changed. Your society does not have any legal status as a school council. The Regulation (s.10) prohibits incorporation. You now must decide on the working relationship between the society and the school council - will the society function independently of the school council or as a sub-committee of the school council? You will have to review your by-laws and make any amendments necessary based on your decisions.

SCHOOL ADVISORY COMMITTEE

If there are fewer than 7 school parents in attendance at the first establishment meeting or if an establishment meeting is not successful in establishing a school council, the principal may establish an advisory committee.

However, a new establishment meeting will have to be called no later than 60 days after the beginning of the next school year.

SCHOOL BOARDS WILL ADDRESS

- appeal and/or conflict resolution procedures between the principal and the school council
- procedures for filing an annual report of school council activities and the minutes of meetings by the school council and any financial statement, if applicable
- procedures in the event that a school council is dissolved or suspended.

INSERVICING

The Minister of Education is developing a provincially coordinated plan to assist school jurisdictions, schools and school councils to implement school-based decision making. Education partners will be involved and further information will be released when it is available.

Q. **Where can we get help, right now, to get started on writing our mission statement and by-laws?**

A. Check with members of your school council for anyone who may have previous experience writing by-laws, or has had board development training. Contact other school councils in your jurisdiction, or in neighboring jurisdictions. Contact the provincial or your local Home and School Councils' Association. Appoint a community/business representative with this expertise. Check your school library, local library or bookstore for additional print resources.

NOTES:

FROM OTHER SOURCES

WHAT SCHOOL COUNCILS SHOULD AVOID

School council members should adhere to clearly defined roles in order to avoid unnecessary conflict. School councils should avoid such practices as:

- making policies that violate school board policy
- taking on the role of the teacher, principal or school board, each of which has professional and legal responsibilities within the school system
- overstepping the limits of their assignments or their expertise.

Newfoundland Department of Education

PARENTAL INVOLVEMENT

Parental involvement in the educational process is not a solution to all the problems that schools encounter. The following factors are needed to raise educational accomplishments of students and allow schools to achieve success. They are:

- meaningful parent involvement programs integrated with innovative and stimulating curricula
- effective instructional practices and appropriate assessment procedures
- a positive and supportive learning environment
- enhanced opportunities for staff development
- community involvement.

CHECKLIST FOR ENABLING, IMPLEMENTING AND MAINTAINING SCHOOL COUNCILS

- friendly school environment
- administrative commitment and support
- well-defined communication structure
- enabling school board policy
- positive school experiences
- knowing how to be involved
- logistical problems addressed (such as time constraints, scheduling and child care).

Manitoba Education and Training

NOTES:

QUESTIONS FROM THE CONSULTATION PROCESS

Q. **To whom is the school council accountable? Can the school council be sued?**

A. The school council is responsible to the parents and to the community it represents. The school council advises and consults with other school partners. There is no apparent reason for a school council to be sued. Amendments to section 44 of the **School Act** "cover" school councils just as parent advisory councils and school volunteers were covered in the past.

Q. **What if a small group of parents or group of the community want a change that the rest of us don't want? (e.g. guidelines for the school budget)**

A. School councils must reflect the priorities and attitudes of the school parents and the community at large. School councils do not make unilateral decisions about what happens in a local school. They are participants in the decision-making process along with teachers, the principal and the school board. Ultimately the principal and the school board must ensure that decisions made are in the best educational interest of the students in the school.

Q. **What if a large group of school parents want to change a school council by-law?**

A. Changes must be made according to section 15 of the School Council Regulation.

NOTES:

Q. **Can parents of ECS children maintain a separate committee to advise the school on the ECS program?**

A. Yes. However, this committee should not be confused with the school council. The committee has a very specific focus on children in an ECS program.

Q. **What do school councils do?**

A. Each school operated by a board must provide for the establishment of a school council. The majority of the members of a school council must be parents of students attending the school. The school council may, at its own discretion, advise the principal and the board respecting any matter relating to the school. The school council may, at its own discretion, consult with the principal who ensures that students have the opportunity to meet educational standards and that fiscal management of the school is in accordance with board requirements.

School councils facilitate the development of a common vision for the school. Members work together on school councils to facilitate communication, planning and resource allocation regarding priorities and programs that are needed to meet the expectations of the local school community. School councils do not manage the day-to-day operations of the school.

Once established, school councils should be able to look beyond the needs of a particular school and cooperate with other school councils in sharing information and ideas and in providing advice and information to school boards and Alberta Education.

Q. **Will school councils undermine the roles of the school staff?**

A. School councils respect the roles of the school staff in their school. School councils neither govern the school nor involve themselves directly in determining professional practices. For example, only school boards hire and fire school staff and individual teachers must be allowed to use their professional judgment to plan instruction for students.

NOTES:

Q. **What appeal mechanisms and/or conflict resolution procedures are in place?**

A. For internal matters among school council members, between the school council and the wider community, and between the school council and the school staff, the school council must develop a conflict resolution procedure. This could be done in conjunction with the school board to ensure consistency in procedures throughout the jurisdiction.

The school board must have an appeal process in place to resolve disputes between a principal and a school council.

Q. **What if two or more separately administered programs are housed in one school – can each have its own school council?**

A. It is possible to have more than one school council. There are a few schools that offer an alternative program with a distinct student population and teaching staff. In these special cases, the school community may choose to form two school councils - one for the regular program and one for the alternative program. The decision to form one or two councils must be made at the establishment meeting.

Q. **Is it possible for twinned schools, with one principal to have a common school council?**

A. Yes. It depends on the reasons for twinning the schools. Just as in the previous answer, the school parents should decide if the students' needs would be best served by one school council or by two separate councils.

Q. **Can a junior high and a senior high school decide to create one school council with only one of the two principals on the council?**

A. No. The intent is that each school will have its own school council. There is nothing to prevent the two school councils from having joint meetings on matters of common interest or to develop a communication plan between the two schools.

Q. **Must parent members of the school council be of the same faith as the separate school district, whether Protestant or Roman Catholic?**

A. Unless a resolution has been passed under section 17(3) of the **School Act**, the members of a school council may be of any faith. (s.8 Regulation)

A board of a separate school district or a division made up only of separate school districts, by resolution, may require that the parent portion of the school council be of the same faith as the separate district, whether Protestant or Roman Catholic.

Q. **We want a really active school council which attracts many of our school parents and the parents of future students. How do we achieve this goal?**

A. Advertise. Organize a special meeting of the school council and invite parents of students who will be entering your school the next fall. Publish the agenda for the upcoming meetings in the school newsletter, the community league newsletter, the local community paper, and/or the feeder schools' newsletters. Publish the approved minutes of meetings. Post the agenda and minutes of meetings in the feeder schools. Organize "fan-out" calls. Ask your local radio and/or television stations if they will advertise your events free of charge.

NOTES:

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Appendix A

SECTION 17 - SCHOOL ACT

School Councils

17 (1) A school council shall be established in accordance with the regulations for each school operated by a board.

(2) The majority of the members of a school council shall be parents of students enrolled in the school.

(3) A board of a separate school district or a division made up only of separate school districts, by resolution, may require that the parents of students enrolled in a school operated by the board who are members of the school council must also be of the same faith as those who established the separate school districts, whether Protestant or Roman Catholic.

(4) A school council may, at its discretion,

(a) advise the principal and the board respecting any matter relating to the school,

(b) perform any duty or function delegated to it by the board in accordance with the delegation,

(c) consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,

(d) consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and

(e) do anything it is authorized under the regulations to do.

(5) Subject to the regulations, a school council may make and implement policies in the school that the council considers necessary to carry out its functions.

(6) A school council may make by-laws governing its meetings and the conduct of its affairs.

(7) Subject to the regulations, a board may develop and implement policies respecting school councils.

(7.1) A board shall establish an appeal process or conflict resolution procedure under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school.

(8) The Minister, on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this **Act** and the regulations.

(9) The Minister may make regulations

(a) respecting the election or appointment of the members of a school council and the term or other conditions of election or appointment and the dissolution of a school council;

(b) respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;

(c) respecting any other matter the Minister considers necessary respecting school councils;

(d) exempting a school or a class of schools from the application of this section.

Powers of Boards

44(1) A board must

(b) in respect of its operations

(i) keep in force a policy or policies of insurance,

(ii) with the approval of the Minister, participate in an arrangement under Part 15 of the *Insurance Act*, or

(iii) with the approval of the Minister, participate in an alternative arrangement acceptable to the Minister,

for the purpose of indemnifying the board and its employees and school councils in respect of claims for

(iv) damages for death or personal injury,

(v) damages to property, and

(vi) damages to property owned by the board in respect of which the board has an insurable interest

(A) that the board has agreed to insure, or

(B) for which the board otherwise has or may have assumed liability,

in an amount and form prescribed by the Minister;

NOTES:

Appendix B

SCHOOL COUNCIL REGULATION

ALBERTA REGULATION 124/95

ALBERTA REGULATION 124/95
FILED ON June 1 19 95

GOVERNMENT OF ALBERTA

DEPARTMENT OF EDUCATION

MINISTERIAL ORDER (# 031/95)

I, Halvar C. Jonson, Minister of Education, pursuant to Section 17(9) of the **School Act**, make the School Councils Regulation in the attached Appendix.

Dated at Edmonton, Alberta May 31, 1995

MINISTER OF EDUCATION

APPENDIX

School Act

SCHOOL COUNCILS REGULATION

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Definitions

1 In this Regulation,

(a) "Act" means the *School Act*;

(b) "board" has the meaning given to it in the Act;

(c) "parent advisory council" means a group of persons established before the coming into force of this Regulation that provides advice to the principal of a school, but does not include a group that has been established for the sole purpose of raising money for the school;

(d) "school community" means

(i) students enrolled in the school and their parents,

(ii) children enrolled in an Early Childhood Services program at the school and their parents,

(iii) the school staff, and

(iv) other persons who have an interest in the school.

Notice of establishment meeting

2(1) If a school has a parent advisory council, the principal must, after consulting with that council, give notice to the following persons of a meeting to be held for the purpose of establishing a school council for the school:

(a) a parent of each student enrolled in the school;

(b) a parent of each child enrolled in an Early Childhood Services program at the school;

(c) the school staff;

(d) other members of the school community who, in the principal's opinion, should be given notice.

(2) If a school has no parent advisory council, the principal must give the notice required under subsection (1) on his own initiative.

(3) The notice must

(a) describe the purpose of the meeting, and

(b) set out the time, date and location of the meeting.

(4) The notice must be given at least 21 days before the date of the meeting.

(5) The notice to persons referred to in subsection (1)(d) only

(a) may be posted in 5 or more locations that are accessible to the public in the area around the school, or

(b) may be advertised in a publication that is circulated to the general public in the area around the school.

Holding of an establishment meeting

3(1) Each school must hold an establishment meeting not later than February 15, 1996.

(2) If there are fewer than 7 parents in attendance at an establishment meeting or if an establishment meeting is not successful in establishing a school council, the principal may establish an advisory committee for that year.

(3) If a school is unsuccessful in establishing a school council, a meeting must be held not later than 60 days after the start of the

next school year for the purpose of establishing a school council for that school.

Chair and secretary at establishment meeting

4(1) If a school has a parent advisory council, the principal must, after consulting with that council, decide who is to act as the chair and who is to act as the secretary at the establishment meeting.

(2) If a school has no parent advisory council, the principal must make the decisions required under subsection (1) on his own initiative.

Agenda at establishment meeting

5 The persons attending an establishment meeting must

(a) decide, subject to section 7(4), the size of the school council,

(b) decide on the term of office of each member of the school council, and

(c) elect the members of the school council referred to in section 7(1)(d).

Right to vote at establishment meeting

6 Only persons who attend the establishment meeting and are

(a) parents of students enrolled in the school, or

(b) parents of children enrolled in an Early Childhood Services program at the school

are entitled to vote on matters raised at the meeting.

Members of a school council

7(1) Each school council must consist of the following members:

(a) the principal of the school;

(b) at least one person who is a teacher at the school, elected by the teachers at the school;

(c) if the school is a senior high school, at least one person who is a student enrolled in the school, elected by the students enrolled in the school;

(d) parents of students enrolled in the school, elected by parents who attend the establishment meeting;

(e) at least one person appointed in accordance with subsection (2) or elected in accordance with subsection (3).

(2) The members of a school council referred to in subsection (1)(a), (b), (c) and (d) may establish the process to appoint one or more persons who have an interest in the school as members of the school council.

(3) Parents who attend the establishment meeting may elect as a member of the school council at least one person who is a parent of a child enrolled in an Early Childhood Services program at the school.

(4) A school council must consist of

(a) a minimum of 7 members if the school is an elementary or junior high school, or

(b) a minimum of 9 members if the school is a senior high school.

Faith of council members

8 Unless a resolution has been passed under section 17(3) of the Act, the members of a school council may be of any faith.

Remuneration of council members

9 No member of a school council shall receive any remuneration for acting as a member of the council.

Prohibition against incorporation

10 No school council shall incorporate under the *Societies Act* or Part 9 of the *Companies Act*.

School council officers

11(1) Each school council must have a chair and any other officers required by the by-laws of the school council.

(2) Every member of a school council is eligible to be elected as an officer of the school council.

Duty to report to the board

12 The chair of a school council must prepare and provide to the board annually a report

(a) setting out the activities of the school council in the year,

(b) including a financial statement relating to money handled by the school council in the year, if any, and

(c) including a copy of the minutes for each meeting of the school council held in the year.

Date for first meeting of a school council

13(1) For the 1995-96 school year, the first meeting of the school council must be held on or before March 1, 1996.

(2) For any school year after the 1995-96 year, the first meeting of the council must be held not later than 70 days after the start of the school year or as specified in the by-laws.

Suspension of a school council

14(1) If a quorum is not available for a meeting of a school council and the meeting has been re-scheduled on 2 or more occasions, the board may suspend the operation of the school council until the following year.

(2) If the operation of a school council is suspended, the principal may establish an advisory committee to carry out the duties of the school council until a new school council is established.

(3) A new school council must be established not later than 60 days after the start of the next school year in accordance with sections 2 to 7.

By-laws of a school council

15(1) Each school council may make by-laws

(a) respecting the calling of special or other meetings of the school council;

(b) prescribing other officers, in addition to the chair, required for the school council;

(c) respecting the role of the chair and other officers of the school council relating to the conduct of the school council's affairs;

(d) respecting the number of times the school council must meet each year;

(e) respecting the location of school council meetings;

(f) respecting the number of school council members that constitutes a quorum at meetings of the school council;

(g) respecting the election of the officers of the school council;

(h) respecting a conflict resolution process for internal school council disputes.

(2) A by-law under subsection (1) does not come into force unless it is approved by a majority of

(a) parents of students enrolled in the school, and

(b) parents of children enrolled in an Early Childhood Services program at the school

who vote at a special meeting of the school council called for that purpose.

(3) The by-laws continue in force from year to year unless

(a) they are amended at a special meeting of the school council called for that purpose, and

(b) the amendment is approved in accordance with subsection (2).

Fees prohibited

16 No school council shall be charged a fee for the use of the school or school facilities for the purpose of holding a meeting of the school council.

Exemptions

17 The following are exempt from the application of section 17 of the Act and this Regulation:

(a) a school for resident students of the Government as described in section 27(6) of the Act that is provided in an institution approved by the Minister;

(b) a school for students that is provided in an institution approved by the Minister.

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